



**CAPITAL IMPROVEMENT DEPARTMENT**

**MEETING MINUTES**

ATTENDEES: See Attached Sign-in sheet

ITEM	DESCRIPTION
1	Approval of previous two (2) meeting minutes <ul style="list-style-type: none"><li>• May 28, 2015</li><li>• October 7, 2015</li></ul> Bobby Gonzalez asks to review these previous meeting minutes. <ul style="list-style-type: none"><li>• Minutes were approved.</li></ul>
2	Establishing a subcommittee. Min. of three (3) no more than four (4) <ul style="list-style-type: none"><li>• Ruben Chavez</li><li>• John Eyberg</li><li>• Mellissa Lugo</li></ul> An explanation of the protocol of TAC review and the subcommittee role in review of Alta deliverables.  The BAC is aware that the subcommittee will report back to the full board prior to the Project Manager forwarding comments to Alta. Alta will receive two (2) sets of comments.
3	Discussion on the process to post items of the BAC agenda. <ul style="list-style-type: none"><li>• Bobby Gonzalez will contact the committee members prior to the scheduled monthly meeting to gather items that the BAC would like to discuss at the next scheduled meeting.</li><li>• Bobby Gonzalez will need to provide these items to us in a timely manner for an internal review prior to posting.</li></ul>
4	Public Outreach <ul style="list-style-type: none"><li>• Community meetings and events related to the Bike Plan will need to be posted as Public Meetings.</li><li>• If there is a Quorum at one (1) of these functions then we will need to maintain minutes.</li></ul>
5	Education Funding <ul style="list-style-type: none"><li>• Amount of funding</li><li>• Deadline to use funding if any.</li></ul>

**Attachments:**

## **Next Meeting**

### **Date, time, and location**

*The enclosed constitutes the writer's understanding of the meeting. For any corrections and/or clarifications please notify the writer within three (3) business days upon receipt of the meeting minutes. Thereafter, these meeting minutes shall be made part of the official Project Record. (Any discussions documented in the minutes pertaining to changes in design and/or construction shall not be deemed as written approvals to proceed; corresponding documents with written authorizations are required per contract requirements).*

Minutes by:

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**Name**  
**Phone Number**  
**Email Address**

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**Date**